



## CITY OF DAYTON, OHIO CIVIL SERVICE BOARD



# Police Recruit Information Packet

The information contained within this packet is intended to give candidates an understanding of the steps relating to the selection process to becoming a Police Recruit with the City of Dayton. This process outlines the manner in which final selections will be made to place candidates in the Police Academy. We seek to attract a high caliber, motivated, diverse group of candidates who will succeed as Police Recruits while in the academy, and ultimately while on the job as a Dayton Police Officer. **Please read the information outlined within this packet completely.**

The 2016 Police Recruit screening and selection process will include a series of components that each candidate must successfully complete and/or pass in order to be considered for the position of Police Recruit. The components will include:

- ☐ Complete application for Police Recruit
- ☐ Written examination
- ☐ Physical Fitness Test
- ☐ Complete background investigation including polygraph test
- ☐ Psychological test
- ☐ Complete medical exam including drug screen

All phases of the selection process are administered through the Civil Service office. It is important for you to perform to the best of your ability on each component of the selection process. Candidates must pass **both** the Written examination **and** Physical Fitness Test in order to be placed on the eligible list. Those candidates who successfully pass the written examination will be scheduled to take the Physical Fitness Test. Identical scores will be ranked by a random selection method.



## **Police Recruit**

### **Applicant Selection Process:**

- (1) Complete application for Police Recruit online: <https://jobs.daytonohio.gov>
- (2) Applicant notified by mail and/or email of certification status, date and time of written examination.
- (3) Written examination
- (4) Written examination results mailed and/or emailed to candidates.
  - a. Candidates who successfully pass the written examination will be notified of scheduled date, time, and location of the Physical Fitness Test.
- (5) Physical Fitness Test
  - a. Candidates who successfully pass the Physical Fitness Test will be contacted to begin their background investigation.
- (6) Complete background investigation including polygraph test
- (7) Psychological test
- (8) Complete medical exam including a drug screen
- (9) Civil Service will contact you regarding Academy start date

**Several weeks may pass between steps so please be patient. Wait for us to contact you.**

**It is the responsibility of the applicant to notify the Civil Service Office of any change to your mailing address, phone number, or email address.**



## Dayton Police Department

### Applicant Background Information

**Important Information:** Police Recruit applicants who PASS both the written examination and physical fitness test administered by the Civil Service Office will be contacted by a Background Investigator from the Dayton Police Department based on your placement on the eligible list. You must have the items listed below when you are contacted. Expect to hear from a Background Investigator after all testing is completed – both written and physical fitness tests. Begin accumulating these documents now so that you do not miss this important deadline.

Applicants will be contacted in accordance with their placement on the eligibility list. The items listed below are due at your initial background interview – set by the Background Investigators.

- High School Transcripts/GED certificate
- College Transcripts
- Selective Service Registration Card (only required for males to age 26)\*
- Military DD214 (if you served in the military)
- Proof of Auto Insurance
- Valid Driver's License
- Obtain 3 Personal Reference Letters
  1. Applicant must know reference provider for more than two years
  2. Reference letter must contain the author's name, address, and phone number
  3. Reference letter must contain, in the body of the letter, how long author of the letter has known the applicant

\*If you have lost your registration card, you can call the Selective Service System at the following number: 1-847-688-6888

Dayton Police Department  
Personnel Investigations Unit  
Phone: (937) 333-1097

CITY OF DAYTON, OHIO  
CIVIL SERVICE BOARD

**POLICE RECRUIT**

**PHYSICAL FITNESS TEST**

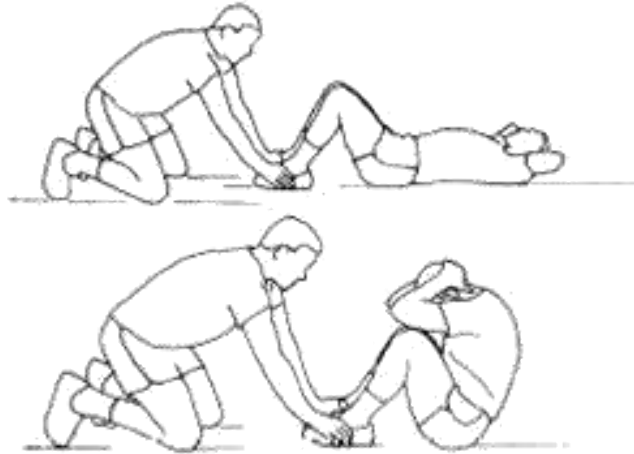
Civil Service will administer a Physical Fitness Test as part of the selection process. **This physical fitness component will be PASS/FAIL.** You will be expected to meet the physical capability standards for each event, at time of testing, to remain in the selection process.

Applicants must score at or above the 30<sup>th</sup> percentile of the Cooper Fitness Standards during the pre-employment physical fitness assessment test. **A score below the standard on any single event will be considered a failing score on the test and the applicant will be removed from the selection process.**

Civil Service staff will administer three (3) events for the Physical Fitness Test:

- **1-minute Sit-up**
- **Full Body Push-up (timed, no rest break)**
- **1.5 Mile Run (timed)**

**1-minute Sit-up.** Laying on the ground, you will be given one (1) minute to do as many bent-leg sit-ups as you can.



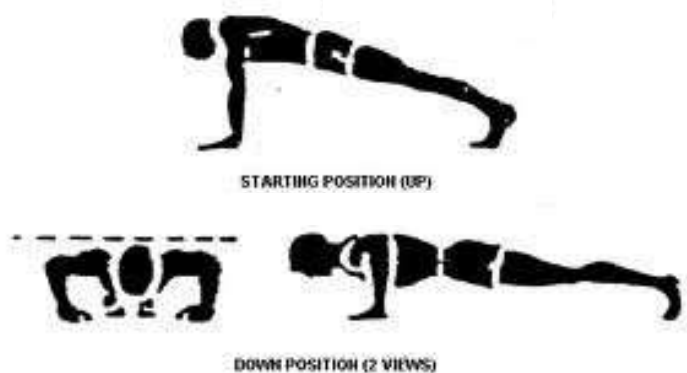
To perform an acceptable sit-up, lie on your back with your knees bent at a 90 degree angle and your heels flat on the ground. Your hands must be behind your head. **DO NOT HOLD THE NECK.** A partner will hold your feet for you, but not kneel on them. On the “Start” signal, lift your upper body bending at the waist, sit up and touch your elbows to your knees or upper legs and return to the lying position before starting the next sit-up. Do not raise your buttocks from the ground or arch your back. When returning to the down position, your shoulder blades must touch the ground. Your score is the number of correct sit-ups completed in one (1) minute.

Age: 20-29 30-39 40-49 50-59

<u>Male - Number Completed:</u>	35	32	27	21
<u>Female - Number Completed:</u>	30	22	17	12

**Full Body Push-Up.** The total number of correct push-ups completed in one (1) minute will be counted.

To perform an acceptable push-up, you must start the push-up in a face downward position with your arms extended and your neck, back, hips, and knees straight so that only your hands and toes are touching the ground. Your hands must be shoulder width apart and your feet 12 inches or less apart. Your body must be in a straight line from your shoulders through your ankles, and must remain that way throughout the event. With your back and knees kept straight, you must lower yourself to a position in which your chest is approximately 3 inches from the ground (or until your upper arm is parallel to the ground) then push up until your arms are extended. On the "Start" signal, lower your body bending your elbows until your upper arms (triceps) are parallel to the ground. Then return to the starting position by straightening your arms. You may not arch your back. If you arch your back or remove a hand or foot from the ground for any reason, your time will stop and the number of correctly completed push-ups to that point will be counted. Your score is the number of correct push-ups completed in one (1) minute.



Age:	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
<u>Male - Number Completed:</u>	26	20	15	10
<u>Female - Number Completed:</u>	13	9	7	2

**1.5 Mile Run.** This event consists of running or walking as fast as possible the distance of 1.5 miles. On the “Start” signal, the clock will start and your time will begin. You must complete the run in the time allotted for your age and gender group.

Age:	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
<u>Male - Maximum minutes to complete:</u>	13:08	13:48	14:33	16:16
<u>Female - Maximum minutes to complete:</u>	15:56	16:46	18:26	20:17

## SIT-UPS

Prior to beginning any exercise, the participant should do 3-5 minutes of preparatory stretching and calisthenics to warm up the muscles. Rest at least 30 seconds between sets.

The first step is to see how many sit-ups you can do in one minute. That will become your initial training repetition dose or **ITRD**.

To perform an acceptable sit-up, lie on your back with your knees bent and heels flat on the floor. Your hands must be behind your head, but not interlaced. **DO NOT HOLD THE NECK.** Have a partner hold your feet down. Sit up and touch your elbows to your knees or upper legs and return to the lying position before starting the next sit-up. You should not raise your buttocks from the ground. When returning to the down position, your shoulder blades should touch the ground.

For successive weeks keep adding 2 more repetitions per week.

WEEK	SETS	REPETITIONS	FREQUENCY
1	1	ITRD	3 TIMES / WEEK
2	2	ITRD DIVIDED BY 2	3 TIMES / WEEK
3	3	ITRD DIVIDED BY 2	3 TIMES / WEEK
4	3	ITRD DIVIDED BY 2 plus 2	3 TIMES / WEEK
5	3	ITRD DIVIDED BY 2 plus 4	3 TIMES / WEEK
6	3	ITRD DIVIDED BY 2 plus 6	3 TIMES / WEEK
7	3	ITRD DIVIDED BY 2 plus 8	3 TIMES / WEEK
8	3	ITRD DIVIDED BY 2 plus 10	3 TIMES / WEEK



# PUSH-UPS

Prior to beginning any exercise, the participant should do 3-5 minutes of preparatory stretching and calisthenics to warm up the muscles. Rest at least 30 seconds between sets.

The first step is to see how many push-ups you can do in one minute. That will become your initial training repetition dose or **ITRD**.

To perform an acceptable push-up, you should start the push-up in a face downward position with your arms extended and your neck, back, hips, and knees straight such that only your hands and toes are touching the ground. Your hands should be shoulder width apart and your feet 12 inches or less. With your back and knees kept straight, you should lower yourself to a position in which your chest is approximately 3 inches from the ground (or until your upper arm is parallel to the ground) then push up until your arms are extended.

If you cannot do a regular push-up at first, do the modified push-up (with knees bent and on the ground) for several weeks following the same routine, then advance to the regular push-up.

For successive weeks keep adding 2 more repetitions per week.

WEEK	SETS	REPETITIONS	FREQUENCY
1	1	ITRD	3 TIMES / WEEK
2	2	ITRD DIVIDED BY 2	3 TIMES / WEEK
3	3	ITRD DIVIDED BY 2	3 TIMES / WEEK
4	3	ITRD DIVIDED BY 2 plus 2	3 TIMES / WEEK
5	3	ITRD DIVIDED BY 2 plus 4	3 TIMES / WEEK
6	3	ITRD DIVIDED BY 2 plus 6	3 TIMES / WEEK
7	3	ITRD DIVIDED BY 2 plus 8	3 TIMES / WEEK
8	3	ITRD DIVIDED BY 2 plus 10	2 TIMES / WEEK

## 1.5 MILE RUN

Below is a schedule that would enable you to perform a maximum effort for the 1.5 mile run. If you have been inactive, following the schedule below would assist you to meet the entrance requirement for the 1.5 mile run. If you have already been training, pick an appropriate starting point. For example, if you currently can walk/jog 2 miles in 26 minutes, start this schedule at week 6. If you can do the distance in less time, then that should be encouraged.

Prior to beginning any exercise, you should do 3-5 minutes of preparatory stretching and calisthenics to warm up the muscles.

WEEK	ACTIVITY	DISTANCE	TIME	FREQUENCY
1	WALK	1 MILE	20:00 - 17:00	5 / WEEK
2	WALK	1.5 MILES	29:00 - 25:00	5 / WEEK
3	WALK	2.0 MILES	35:00 - 32:00	5 / WEEK
4	WALK/JOG	2.0 MILES	30:00 - 28:00	5 / WEEK
5	WALK/JOG	2.0 MILES	27:00	5 / WEEK
6	WALK/JOG	2.0 MILES	26:00	5 / WEEK
7	WALK/JOG	2.0 MILES	25:00	5 / WEEK
8	WALK/JOG	2.0 MILES	24:00	4 / WEEK